

**IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼**  
**HUMAN RESOURCES ENTERPRISE**

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**RETIREMENT INVESTMENT OFFICER 2**

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**DEFINITION**

Under general supervision, provides specialized technical administration in the development and execution of various programs of the investment program of IPERS; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Invests the daily cash balance in high-grade commercial or other short-term investment vehicles in order that new money, maturities, and proceeds are invested same day available; formulates and analyzes cash flow for the fund and other investment related analysis in order to keep management aware of market conditions and the fund's position; monitors and records cash receipts and cash disbursements on a daily basis in order to determine the cash balance available for investment each day.

Manages individual programs pertaining to the interrelationship between IPERS, its custodian bank, and other financial institutions with which it deals on a daily basis; participates in the execution of policy related to the institution under contract with IPERS.

Provides administrative and technical support to management in the evaluation and screening of alternate investment vehicles and proposals; the development of future investment strategies, portfolio diversification, and funds' allocation; the analysis of investment policy to determine which services can be performed internally; and the review of investment policy parameters and changes in investment policy to reflect changes in economic conditions and the investment environment.

Confers with traders and brokers and investment managers throughout the country in order to develop contacts within the financial industry and maintains liaison with the investment department in the State Treasurer's Office.

Performs and evaluates research of a variety of investment periodicals and journals in order to stay abreast of current market situations, trends, forecasts, and projections of investment firms; researches economic trends and analyzes financial reports.

**COMPETENCIES REQUIRED**

Knowledge of the basic characteristics of all forms of stocks, bonds, and short-term investments.

Knowledge of corporate and financial accounting systems.

Knowledge of stock and bond portfolio management.

Knowledge of the economic and political factors affecting interest rates and stock prices.

Knowledge and understanding of financial requirements of a wide variety of business enterprises.

Ability to analyze and interpret accurately financial statements of documents which are submitted in relation to pending or completed negotiations.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an accredited four year college or university with a major emphasis in accounting, finance or investments and four years of responsible experience in investment work or investment accounting for a stock exchange, investment or banking firm or institutional investor, public or private pension system, treasurer's office, or auditor's office, or equivalent related experience;

OR

an equivalent combination of education and experience substituting one year of the above specified experience for each year of the required education;

OR

Certified Public Accountant designation may be substituted for one year of the experience specified above;

OR

employees with current continuous experience in the state executive branch that includes the equivalent of thirty-six months of fulltime work as Retirement Investment Officer 1.

Effective Date: 11/91 BK